

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Quarterly Review

FROM:

Deputy Director of Security (P&amp;M)

EXTENSION

NO.

DATE

7 SEP 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PPG

9/10/84

A

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FORM  
1-79610 USE PREVIOUS  
EDITIONS

: 7 SEP 1994

MEMORANDUM FOR: Director of Security

FROM: [redacted]

Deputy Director of Security (P&M)

SUBJECT: DDA Quarterly Review

Bill:

1. Attached herewith (Tab A) is a proposed agenda prepared by [redacted] who has appropriately focused major attention on PSI issues because Mr. Fitzwater will have received two hours from PTAS on physical and technical security issues during the briefing of [redacted]

2. I like the "field investigations" theme, but would modify and broaden the scope of the program, and also make it a point to bring in some "fresh faces" by young officers who are articulate and project well.

3. For discussion purposes, I have attached a second cut revised agenda (Tab B) incorporating a number of changes for the following reasons:

\* I dropped [redacted] this time around because I thought it would be overkill to have two SAC's, and I feel [redacted] can address the Office automation issue in totality.

\* I have included [redacted] on Special Agent Training because she is coming on like a tiger in SEG, and will have prime responsibility for the October class. There is a chance to show the close interaction between SEG and the field in "the making of a field investigator."

\* I would substitute [redacted] because Fred is a fine speaker, he projects an excellent youthful image, and he is a featured participant in our training courses.

STAT

\* Presumably this will be [ ] last quarterly review, and I thought it might be appropriate to have him wind up the program with his overall observations on our personnel security program, after 10 years as DD/PSI.

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4. [ ] and I are available at the convenience of you and [ ] to discuss the DDA quarterly. Our collective experience is that an early designation of speakers and topics is very beneficial.

STAT



Attachments

cc: DD/S  
C/PPG  
DD/P&M

## AGENDA

## FOURTH QUARTERLY REVIEW

0930 - 1000      Introductory Remarks by Director of Security

- State of the Office
- Summary of FY 1984 MBO Items
- FY 1984 Office Accomplishments

25X1

25X1

25X1

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DDA Quarterly Review

0930 - 1000 Introductory Remarks by D/S

- ← State of the Office - *Shirley Smith*  
 • Summary of FY 1984 MBO Items  
 • FY 1984 Office Accomplishments

B | 6

25X1

1000 - 1015

*15 - 1100*  
~~1010~~ - 1020

1020 - 1030

1030 - 1040

1040 - 1050

1050 - 1100

Discussion

*Personal Security and Investigation*

25X1

• Review -

25X1

• Training -

25X1

• Resident agent activities -

25X1

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